



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: DEPUTY DIRECTOR, CEA 2
OFFICE OF POLICY ANALYSIS AND INNOVATION

SALARY: \$5768- \$8051

FINAL FILE DATE: DECEMBER 27, 2004

DUTIES AND RESPONSIBILITIES

Under administrative direction, the Deputy Director assists and advises the Director and Chief Deputy Director in developing ongoing program policy related to the Department's strategic plan and evaluation of Departmental programs and systems. These policies will focus on Departmental services regarding improved client outcomes and more effective use of resources supporting program delivery. This high level policy influence will be achieved through presentation of options based upon direct research on outcomes of program activities, and the evaluation and analysis of existing research on program activities by external organizations. Further, the Deputy Director will provide executive sponsorship to the structured evaluation of innovative projects discovered through research and collaboration with external service partners. The Deputy Director will provide direction to teams of professional level staff that will be augmented by temporary hires and loaned Departmental staff to complete research projects and project evaluations.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen and score the application and one-page summary of qualifications. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

Based on the screening committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates if deemed necessary to make a selection. It is anticipated that examination interviews may be held during **December 2004/January 2005**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of State and Federal legislative processes.
- b. Knowledge of State fiscal processes.
- c. Team building techniques.
- d. Trends and issues regarding strategic planning.
- e. Trends and issues regarding the performance measurement and evaluation process.
- f. Trends and issues regarding data sampling, collecting and reporting.
- g. Ability to develop and articulate clear vision for policy development.
- h. Ability to direct the development of Department policy with regard to the measurement and evaluation of program effectiveness.
- i. Ability to coordinate and integrate multiple, diverse organizational entities toward a common goal.
- j. Ability to clearly integrate policy issues, program issues and fiscal issues into cohesive and comprehensive policy statements
- k. Ability to motivate staff from multiple disciplines, Department-wide, to work as a team in meeting the Department's information needs, and developing a continuous program of planning, measuring performance, and evaluating program effectiveness.

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resources management techniques; evaluation and analysis of existing research on program activities by external organizations; familiarity with the Department's current strategic plan.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; research and analyze complex problems and recommend effective courses of action; prepare and review reports; develop ongoing strategic planning policies; direct teams of professional level staff in the completion of research projects and project evaluations.

The knowledge and abilities indicated on the previous page for the CEA 2 level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file both of the following documents:

- 1. An Application for Examination (STD 678) and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position.**

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Submit these documents to: California Department of Social Services
Personnel Bureau, Examination Unit
744 P Street, Room 1516, MS 15-59
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **DECEMBER 27, 2004**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Julie Love,
at (916) 657-1745.

Questions regarding the position should be directed to Nancy Lee,
at (916) 657-2598.